



Peace Corps Kosovo

Training Manager

Main duties include:

- Provides expertise in training design for adult learners and leadership in implementing the design.
- Oversees the implementation and smooth operation of all Peace Corps trainings for its Peace Corps Volunteers and Trainees
- Acts as the lead trainer, coordinator, and administrator responsible for all training project activities, budgets and logistics
- Responsible for directing, monitoring and evaluating Trainee and Volunteer learning and helping training staff prepare and modify sessions, based on learner feedback.
- In collaboration with Director of Programming and Training (DPT), hires Pre-Service Training staff, develops Statements of Work, and develops Trainings of Trainings and criteria for performance
- Serves as member of Senior Staff team to advise Peace Corps on country policies, safety and Volunteer/Trainees support.

Necessary knowledge and skills:

- University degree in Education, Psychology, or Business
- Strong experience and background working in training and training design or education settings, in particular with adult learners. Evidence of administrative skills and leadership.
- Fluent in English, Albanian and Serbian

Important: Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@mk.peacecorps.gov (please state the position you are applying for and your last name in subject line of e-mail correspondence). Closing date: applications need to arrive no later than Monday, October 7, 2013. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.